



King County

**SUPERINTENDENT OF ELECTIONS
DEPARTMENT OF EXECUTIVE SERVICES
RECORDS, ELECTIONS & LICENSING SERVICES DIVISION**

Annual Salary Range \$78,335 – \$99,294

Job Announcement: ESS300

OPEN: 6/22/05 CLOSE: Open Until Filled

WHO MAY APPLY: This position is open to all qualified candidates.

WHERE TO APPLY: Interested individuals may apply by submitting the following documents:

- Letter of interest specifically and thoroughly addressing the qualifications listed in this announcement;
- Current resume;
- List of five or more personal and professional references;
- King County employment application form. The King County application form can be found at: <http://www.metrokc.gov/ohrm/jobs/>

Please send **all** application materials to:

Stein Stenseng, Executive Search Services

Voice/Message: (360) 664-1953

E-mail: ESSResumes@dop.wa.gov

Please make reference to search number ESS300 in the subject line of your E-mail submittal.

The hiring authority reserves the right and may exercise the option to make a hiring decision at any time during the recruitment process, once sufficient qualified candidates are received. Candidate evaluation will be ongoing, and it may be to the applicant's advantage to submit materials expeditiously. Electronic application packages are strongly preferred and must be in MS Word format. King County is an equal opportunity employer. Applicants wishing assistance or alternative formats in the process should contact Youet Heuy at (360) 664-1954, E-mail: youeth@dop.wa.gov, or TDD at (360) 664-6211.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

WORK LOCATION: King County Administration Building, 500 – 4th Ave, Rm. 553, downtown Seattle.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 8:00 a.m. – 5:00 p.m. Monday through Friday.

JOB SUMMARY: This position is responsible for over-all executive level management, oversight, and planning for activities relating to the conduct of local, state and federal elections in King County and requires independent judgment, project management skills and professional managerial knowledge to formulate policies and direct the strategic and logistical needs of all election processes and operations. This position is at-will and not subject to the career service. This position reports to

the Director of the Records, Elections and Licensing Services Division, is officially appointed by the King County Executive and requires confirmation by the King County Council. King County has approximately 1.1 million registered voters, over 2,600 voting precincts and more than 540 polling locations across the county. In addition, in a countywide election there are approximately 600,000 absentee/mail ballots issued and processed.

PRIMARY JOB DUTIES INCLUDE:

1. Through subordinate work unit supervisors, direct and supervise the work of staff to plan, coordinate and implement all regular and special elections in King County.
2. Ensure compliance with federal, state and local voter registration and election operations laws and policies and procedures; develop and implement policies and procedures.
3. Develop and implement goals and objectives and the annual work plan
4. Review and evaluate workflow, work products, methods and procedures.
5. Monitor current election trends/technology; oversee management of existing computerized systems; direct the planning, development and implementation of new automated systems and processes.
6. Prepare written communications including reports, short and long-range plans, correspondence, policies and procedures, press releases, etc.
7. Prepare statements and respond to inquiries from the news media, elected officials, government officials, candidates and the general public.
8. Assist in the development and justification of the section's annual budget; implement and monitor the section budget; forecast additional funds needed for staffing, equipment, materials, and supplies.
9. Select personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; and terminate employees, if necessary.

QUALIFICATIONS:

The most competitive candidates will have a demonstrated competency in the administration of a complex, highly scrutinized, public sector organization and/or a record of considerable, progressively responsible management experience having provided effective, strategic leadership in a registration and elections operation of a large metropolitan jurisdiction. They should be skilled in developing and guiding a strong team committed to reliable, trustworthy and accountable election services with emphasis in best business practices Proven, sophisticated communication skills will be critical to success. Further qualifications include:

- Bachelor's degree in political science, public administration, business administration or a related field and at least five years experience in election strategic planning, execution and evaluation, voter registration, logistics, technology assessment and planning in a major metropolitan jurisdiction -- or any equivalent combination of education and experience that provides the required knowledge and abilities.
- A minimum of seven to ten years of administrative experience.
- Demonstrated ability to analyze and interpret state and federal laws and regulations.
- Proven skills in managing personnel, building team cohesion and performance, and effectively managing change.
- Effective written and oral communication skills.
- Knowledge of administrative practices associated with the development and implementation of standards, policies, and procedures.

- Strong interpersonal and customer service skills.
- Experience in developing and effectively implementing process re-design or workflow changes.
- Ability to effectively communicate and achieve results with a wide variety of people including the public, elected officials, suburban city officials, the press, and employees.
- Intermediate to advanced computer skills including Word, Excel and Access.

DESIRABLE QUALIFICATIONS:

- A Master of Business Administration, Public Administration or related field is preferred.
- Certification as an Elections & Registration Administrator (CERA) through The Election Center is preferred.

NECESSARY SPECIAL REQUIREMENTS:

1. A valid WA State driver's license or the alternate ability to travel around the County in a timely manner is required.
2. Must obtain Washington State Election Administrator certification within two years of employment.

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